

Sanitized Copy Approved for Release 2010/03/05 : CIA-RDP89-00724R000800140001-0

TRANSMITTAL SLIP		DATE	9/24
TO: Director of Security			
ROOM NO.	BUILDING		
REM: [redacted] - I have sent a copy to SFU/OS with deadline 28 Sep.			
FROM: RCD/CIS/DDA			
ROOM NO.	1103	BUILDING	Ames Bldg.
			EXTENSION

FORM NO. 241

REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

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OS REGISTRY
FILE REM 6

STAT

18 September 19

MEMORANDUM FOR: Executive Director
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 General Counsel
 Inspector General
 Comptroller

STAT

FROM:

[REDACTED]
 Chief, Regulations Control Division

STAT

SUBJECT: Proposed Revision of [REDACTED] Penalty Mail
 (Job #847)

FOR YOUR INFORMATION:

STAT

1. This proposed revision of [REDACTED] was initiated by the Office of Logistics to set forth an up-to-date statement of policy concerning the use of penalty mail by the Agency. The proposal limits the use of penalty mail to items weighing one pound or less. Procedures and responsibilities are clarified and administrative titles also have been updated.

2. We plan to send the proposal to the Deputy Director for Administration for approval on 3 October 1984. Please direct any questions or comments to the undersigned before that date.

STAT

Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed Revision of [REDACTED]

STAT

STAT

cc: SSA/DDA OC
 AO/DCI OMS
 OL OTE
 OP ODP
 OS OIS/IRMD
 OF

*Close to OS Registry
 no OS Action and
 no comment necessary
 28 Sept '84*

OS REGISTRY
 4-3015 9/19

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STAT

HQ. INSTRUCTION SHEET

STAT

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	5-6	5/20/83				<p>is revised to set forth an up-to-date statement of policy for the use of penalty mail by the Agency.</p> <p>Page numbers of the regulation have been changed as part of a new procedure. All headquarters regulations will be changed to start with page one.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

DISTRIBUTION: AB

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Page Denied

Next 1 Page(s) In Document Denied

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Proposed Revision of [] Penalty Mail (Job #847)

FR [] EXTENSION [] NO. []
DATE 31 Aug 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, SFU/OS
Room 4E-27 Hqs

9/26/84

9/26/84

[Signature]

2.

9/26/84

9/26/84

[Signature]

3.

4.

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13.

Please review the attached proposed revision to [] and advise this office by 28 September 1984 of any impact on your operations.

If no impact, please respond by telephone.

If there is impact, a written response will be necessary so that we can document the matter to Regulatory Policy Division.

no impact -
Does not apply to SFU. We handle strictly court mail.

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STAT

HQ. INSTRUCTION SHEET

STAT

STAT

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	5-6	5/20/83				<p>is revised to set forth an up-to-date statement of policy for the use of penalty mail by the Agency.</p> <p>Page numbers of the regulation have been changed as part of a new procedure. All headquarters regulations will be changed to start with page one.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

DISTRIBUTION: AB

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed EB No. 1159, Repair to Windows and the Roof in Headquarters Building

FROM: [Redacted]
Chief, Regulations Control Division
1105 Ames Building

EXTENSION

NO.

DATE 14 September 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, Policy & Plans
Group, OS
4E70 Has Bldg

9/17/84

2. Attn: [Redacted]

Forwarded herewith, as you requested, is a copy of proposed EB No. 1159 on which you provided Office of Security coordination by phone today.

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EMPLOYEE BULLETIN

EB No. 1159

REPAIR TO WINDOWS AND THE ROOF IN HEADQUARTERS BUILDING

1. Contractor personnel will be repairing windows in the 5E corridor area of Headquarters Building from 17 to 28 September 1984 between 8:30 a.m. and 3 p.m. This work will be performed from scaffolding on the outside of the building between the second and sixth floors. These personnel will gain access to the roof on the second floor near the 2F corridor freight elevator and on the seventh floor in 7D29 and 7E47.
2. In addition, beginning on 24 September until 31 December 1984, a roofing contractor will be replacing roofing on the seventh floor terraces and the south penthouse terrace of Headquarters Building on Monday through Friday between 7 a.m. and 3 p.m. However, roof repair on the east side of the seventh floor terraces will be accomplished on weekends. Contractor personnel will gain access to the roof from the seventh floor and from cranes that will be placed adjacent to the building.
3. The Office of Security will furnish the necessary escort service for contractor personnel while the repairs are being done. All employees are requested to undertake security precautions during these periods.

DISTRIBUTION: ALL EMPLOYEES (1-6)

TRANSMITTAL SLIP		DATE. <i>9/17/84</i>
TO Director of Security		
R		
R		
<i>C/PPG</i>		<i>[Signature]</i>
FROM RCD/OIS/DDA		
ROOM NO. 1105	BUILDING Amcs Bldg.	EXTENSION

ADMINISTRATIVE - INTERNAL USE ONLY

12 September 1984

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

STAT FROM: [REDACTED]
Chief, Regulations Control Division

STAT SUBJECT: Cancellation of Proposed Revalidations of
[REDACTED] Accommodations
(Jobs #606 and #607)

REFERENCE: RCD Memorandum dated 28 December 1983, Same
Subject

STAT This is to inform all addressees that the proposed
revalidations of [REDACTED] (Jobs #606 and #607)
have been cancelled. When new drafts of the proposals are
received by RCD, they will be processed for approval.

STAT

cc: AO/DCI	OC
SSA/DDA	OF
D/OIS	OMS
OLL	OTE
OP	ODP
OL	CMO/DA
OS	

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OS REGISTRY

4-2066 9/13

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TRANSMITTAL SLIP		DATE .
TO: Director of Security		
ROOM		
REMARKS:		
<div style="border: 1px solid black; width: 200px; height: 150px; margin: 10px 0;"></div> <div style="text-align: right; margin-top: 20px;"><i>Seen</i> <i>[Signature]</i> <i>Logged</i> <i>9/25</i></div>		
FROM: RCD/OIS/DDA		
ROOM NO.	BUILDING	EXTENSION
1105	Amcs Bldg.	

FORM NO. 211 REPLACES FORM 36-8 (47)

Sanitized Copy Approved for Release 2010/03/05 : CIA-RDP89-00724R000800140001-0

C-O-N-F-I-D-E-N-T-I-A-L

24 September 1984

MEMORANDUM FOR: Executive Director
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

25X1 FROM:

[REDACTED]
Chief, Regulatory Policy Division

25X1 SUBJECT:

Proposed Revalidation of [REDACTED] Cartographic
and Graphic Support (Job #848)

25X1 FOR YOUR INFORMATION:

1. This proposed revalidation of [REDACTED] was initiated by the Directorate of Intelligence to include a synopsis and current organizational designators.

2. We plan to send the proposal to the Deputy Director for Administration for approval on 2 October 1984. Please direct any questions or comments to the undersigned before that date.

25X1 Attachments:

- 25X1 A. Concurrence Sheet (OGC)
B. Proposed Revalidation of [REDACTED]

25X1 cc: AO/DCI OC
SSA/DDA OL
C/DI/PMS OF
OS OMS
OP ODP
OTE

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

OS REGISTRY
143067966

25X1

C-O-N-F-I-D-E-N-T-I-A-L

25X1

HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	8.1	1/29/77				<p>is revalidated with a current date. A synopsis and portion markings have been added, and organizational titles have been updated.</p> <p>The page number of the regulation has been changed as part of a new procedure. All headquarters regulations will be changed to start with page one.</p> <p>A new Table of Contents will be issued when all regulations have been changed.</p>

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FROM ATTACHMENT

C-O-N-F-I-D-E-N-T-I-A-L

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